



Confidentiality Policy for the Orkney Nature Festival

Protecting Information to Sustain Trust and Integrity

Introduction

The Orkney Nature Festival is committed to fostering a culture of trust, transparency, and respect. In this pursuit, we recognize the importance of safeguarding confidential information related to our attendees, partners, volunteers, and other stakeholders. This Confidentiality Policy outlines the principles, guidelines, and responsibilities for handling sensitive information to ensure its protection and compliance with legal and ethical standards.

Scope of the Policy

This policy applies to all individuals associated with the Orkney Nature Festival, including but not limited to:

- Employees and staff members
- Volunteers
- Contractors and service providers
- Partners and sponsors
- Festival participants and attendees

It covers all forms of information, whether written, verbal, electronic, or otherwise, that is deemed confidential.

Definition of Confidential Information

Confidential information includes, but is not limited to:

- Personal data of attendees, such as names, contact details, and payment information
- Volunteer and staff records
- Financial information, including budgets, donations, and sponsorship agreements
- Proprietary information about festival events, programs, and operations
- Partnership agreements and discussions
- Any other information explicitly marked as confidential

Responsibility and Accountability

All individuals associated with the Orkney Nature Festival are responsible for maintaining the confidentiality of sensitive information. Specific responsibilities include:

- Accessing confidential information only when necessary for official duties
- Storing and handling confidential information securely



- Refraining from sharing confidential information with unauthorized parties
- Reporting any breaches of confidentiality immediately to the designated authority

The Orkney Nature Festival will provide training and resources to ensure that all stakeholders understand their obligations under this policy.

Data Protection and Legal Compliance

The Orkney Nature Festival adheres to applicable data protection laws, including but not limited to the UK General Data Protection Regulation (UK GDPR). We are committed to:

- Collecting and processing personal data only for legitimate purposes
- Ensuring the accuracy and relevance of collected data
- Safeguarding data through appropriate technical and organizational measures
- Allowing individuals to access, correct, or delete their personal data upon request

Failure to comply with data protection laws may result in disciplinary action, legal consequences, or reputational damage.

Confidentiality Agreements

All employees, volunteers, and contractors will be required to sign a confidentiality agreement as a condition of their involvement with the Orkney Nature Festival. This agreement will explicitly outline their responsibilities regarding the handling of confidential information and the consequences of non-compliance.

Permissible Disclosures

Confidential information may only be disclosed under the following circumstances:

- When required by law or legal authorities
- With the explicit consent of the individual or entity to whom the information pertains
- When necessary to protect the health, safety, or well-being of individuals

Even in these cases, the disclosure must be limited to the minimum information necessary to fulfill the purpose.

Handling Breaches of Confidentiality

In the event of a suspected or confirmed breach of confidentiality, the following steps will be taken:

- Immediate reporting to the Festival Chair
- Investigation of the breach to determine its cause and impact
- Implementation of corrective actions to prevent future breaches
- Notification of affected parties, if required



- Compliance with legal obligations, including reporting to regulatory authorities

The Orkney Nature Festival will treat all breaches seriously and may take disciplinary action against individuals found responsible.

Retention and Disposal of Confidential Information

Confidential information will be retained only for as long as necessary to fulfill its intended purpose. After this period, information will be securely disposed of through shredding, deletion, or other appropriate methods to prevent unauthorized access or misuse.

Communication of the Policy

This Confidentiality Policy will be communicated to all stakeholders through:

- Inclusion in employee and volunteer handbooks
- Training sessions and workshops
- Distribution during onboarding processes
- Availability on the Orkney Nature Festival's official website

Policy Review and Updates

The Orkney Nature Festival will review this policy annually to ensure its continued relevance and effectiveness. Updates will be made as necessary to reflect changes in legal, technological, or operational contexts. Stakeholders will be informed of any significant updates to the policy.

Conclusion

The Orkney Nature Festival values the trust placed in us by our community and stakeholders. By adhering to this Confidentiality Policy, we aim to uphold our commitment to responsible stewardship of information, fostering a safe and respectful environment for all. Your cooperation in maintaining confidentiality is essential to the success and integrity of the festival.